

R&T GROUP PRIVACY POLICY APPLICANTS

Annex internal register of processing activities of the R&T GROUP

THE PROTECTION OF PERSONAL DATA BY THE R&T GROUP

- R&T Group Privacy Statement
- R&T Group Cookie Policy
- **R&T Group Privacy Policy Applicants**
- R&T Group Privacy Policy Employees
- R&T Group Policy regarding the handling of confidential information of third parties by employees of the R&T Group

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On May 25th, 2018, the new General Data Protection Regulation (GDPR or Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27th 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of those data and repealing Directive 95/46 / EC) entered into force.

The R&T Group is very committed to the protection of your personal data. That is why we undertake to process and protect your personal data with the greatest possible care, with respect for these regulations. Through this policy we want to inform you as completely as possible about the processing we carry out. We therefore explain how we, as controller, collect, use, and store your personal data. These processing operations, including any transfers to third parties and the method of security, are also described in the internal register of the R&T Group.

The R&T Group may adjust or update this policy in response to changes in our practices regarding the processing of your personal data or because of changes in legislation. We therefore recommend that you always consult our website for the most recent version of our policy.

1. Introduction

When you apply for a position at an R&T Group company, you provide us with personal data that we process in accordance with the applicable law. At the R&T Group, we make it a point of honor to carry out our activities and projects with integrity. The integrity of our applicants, our employees and those with whom we have a business relationship with is essential to our success and reputation. We are therefore committed to protecting and respecting your privacy.

This applicant privacy policy describes your rights about your data that we process, as well as the steps we take to protect your data.

2. Processing

The personal data that you provided us as an applicant will be processed by one of the companies of the R&T Group for which you applied, currently consisting of the following companies:

Robrechts & Thienpont

Steenweg at Oosthoven 120 box 1
2300 Turnhout
office@rtconsultancy.be
+32 14 41 29 00

SCOPE

Steenweg at Oosthoven 120 box 1
2300 Turnhout
office@scope.be
+32 14 41 24 00

Praetorian Engineering

Steenweg at Oosthoven 120 box 3
2300 Turnhout
contact@praetorian-engineering.eu
+32 14 15 12 77

When processing your personal data, we may call upon (one of) the following partners / service providers: Acerta - HR Avenue - Adecco - Bright Plus -....

3. Personal data

You provided us with the following information:

- Your cover letter
- Your CV containing your:
 - o name
 - o address
 - o email address
 - o phone
 - o date of birth
 - o curriculum training
 - o curriculum professional activities
 - o family situation
 - o hobbies
 - o other:

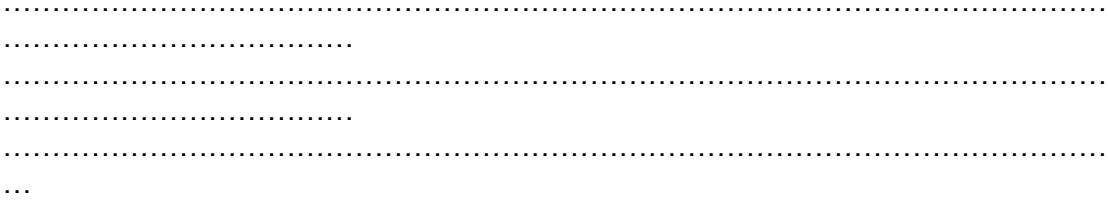
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- Other documents:

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If we process your personal data, we will always do this in compliance with the applicable law (see above).

4. Purposes

We only process your personal data for the following purposes:

- The selection and recruitment of employees as well as the creation of a reserve.

Since by sending a letter of application and / or CV and possibly other attachments (e.g., a copy of your diploma) you indicate that you are looking for a position within our company, you can expect us to process your personal data. If this list of purposes is amended, we will inform you about this in a timely manner.

5. Processing ground: Contractual obligation

Within the framework of the Applicant Management process, the processing of personal data by the company is necessary for the performance of an agreement to which the person concerned is a party:

The processing of personal data by the company is necessary within the framework of a pre-contractual obligation. This data is processed with a view to formulating a proposal for an employment contract and thus with a view to entering a future contract.

6. Processing ground: Legal obligation

Within the framework of the Applicant Management process, the company processes personal data because this processing is necessary to comply with a legal obligation on the company:

Within the framework of this process, the company is obliged to process certain personal data because of the application of the Law of October 2, 2017 regulating Private and Special Security (BS October 31, 2017) and of the Law of December 11, 1998 concerning classification and security clearances (BS 07.05.1999). To apply this legal framework to the company, the company must collect certain personal data from the persons concerned, keep them and pass them on to the relevant government services (FPS Home Affairs and NVO).

In addition, the company processes personal data because of a legal obligation that rests on the company within the process:

- Exercise of the rights of data subjects.

Pursuant to the General Data Protection Regulation, the natural persons whose personal data are processed by the company can exercise certain rights. To guarantee the exercise of these rights, a limited number of personal data are also processed by the company. These data are only processed in accordance with the General Data Protection Regulation.

7. Exceptions used

Within the framework of the Applicant Management process, the company not only processes regular personal data but also a limited number of personal data belonging to the special categories of personal data. In concrete terms, this concerns the personal data of the applicants. The processing of these special personal data by the company takes place based on the contractual obligation as a legal basis.

- Personality data: the processing is necessary within the framework of entering into a possible employment contract with the applicant. The company attaches essential importance to the well-being of its employees. That is why the company wants to attract as many personality profiles as possible that are in line with the values of the company. The company has little impact on the well-being of employees whose personalities do not fit the corporate values. That is why the company wants to avoid as much as possible that profiles that do not match the company values end up within the company: the company wants to prevent as much as possible that these profiles would feel unhappy due to a lack of combination between the company and the profile of the applicant.

In addition, the company has a ground for exception to process this personal data.

The processing of data relating to the personality of the applicants is strictly limited to the data relating to the personality made public by the applicant himself during the recruitment procedure. The applicant has complete control over which data concerning his / her personality is processed.

The processing of these special categories of data is strictly limited in time, depending on the potential of the candidate:

- if no potential: data will be deleted immediately after the decision.
- if potential: data will be kept for 3 years following the completion of the application.

Moreover, access to these special data is limited to a strictly limited number of roles within the company.

8. To whom will my data be made available?

Access to your personal data is only possible for our HR employees and management and this insofar as they need to have your personal data in the context of processing your application.

9. Where / how are my data stored and how are they secured?

Your personal data is stored on our Office 365 cloud environment which is exclusively managed by us and our IT partner.

We have taken both organizational and technical measures to secure this data. These include limiting access rights using a matrix and installing multi factor authentication to access the cloud environment.

We will always protect your personal data as well as possible against unjustified access, use and disclosure. We also demand the efforts we make from our suppliers.

We also make every effort to update your personal information to maintain its accuracy.

10. Transfer of data outside the EU

We will not pass on your personal data outside the EU: if we would nevertheless provide this, we will notify you.

11. Right of access and deletion

You can of course always request, correct, ... your data. You can also request to delete your data if they are used for other than purely contractual purposes.

12. How long will my data be kept?

We keep your personal data until the completion of this current application procedure OR for 3 years after receipt:

- On the one hand, we wish to have access to the personal data during the application procedure,
- On the other hand, we keep your personal data for some time afterwards to be able to use your data in the context of future vacancies. If you object to this, we will delete your personal data at your first request after the completion of the application procedure or after taking a negative decision regarding your application.

If your application leads to an employment contract with our company, your personal data from your application procedure will be added to your personnel file and the personnel privacy statement will apply to it.

13. Internal reference person for data protection within the R&T Group, questions and complaints

All requests regarding your personal data can be submitted to our internal data protection reference:

- R&T : privacy@rtconsultancy.be +32 14 41 29 00
- SCOPE : privacy@scope.be +32 14 41 24 00
- Praetorian Engineering: contact@praetorian-engineering.eu +32 14 15 12 77

We will of course always do our utmost to ensure the protection of your personal data: should something go wrong in this regard, we will inform as soon as possible and, in any case, take all necessary measures to prevent further dissemination of your personal data.

You can also request us to transfer your personal data to a third party.

If, despite all our efforts, you still have complaints about the way in which we deal with your personal data, you can also submit a complaint to the Data Protection Authority, using the following information:

Drukpersstraat 35, 1000 Brussels (+32 2 274 48 00 - contact@apd-gba.be)

14. Consent

- I give explicit permission to process and store my personal data for a period of 3 years.
- I give explicit permission to contact my previous employer (s) within the framework of my stated references.

Drawn up at on

Name and signature of the applicant²

² (preceded by the words read and approved)

